

various decisions and made recommendations regarding acquisition of private records from individuals and institutions.

The Department carried out inspection of Vadodara and Rajkot Record Offices during the period under report. A proposal for imparting training in short term course of Record Management to the staff is under consideration of the Government.

For want of archives building various other important items connected with the expansion of the department could not be undertaken.

## HARYANA

1976-77

**Administration :** The Director of Public Instructions has always been the Director of Archaeology, Archives and Museum. Under him is one Additional Director and one Deputy Director. The Deputy Director of Archives has been entrusted the work of setting up the 'Haryana State Archives'. A scheme for setting up Haryana State Archives has since been submitted to the Government and has also been approved by the Common Board of the Government of Haryana.

**Budget :** During the year 1976-77 a sum of Rs. 83,720 was spent out of a budget provision of Rs. 1,03,000 on non-plan side. Out of a budget provision of Rs. 2,75,000 on plan side only a sum of Rs. 1,16,910 was sanctioned out of which a sum of Rs. 77,260 was spent.

**Building :** The Haryana State Archives is presently housed in a rented building.

**Record Management :** This Department assisted the Secretariat Record Room in its process of weeding the records. The Department has also undertaken on the spot study of files in the office of Director of Public Instructions, Haryana.

**Research and Reference :** Many research scholars made use of the Archival assests in the Department during the period under review.

**Reference Media :** No work was done in this regard during 1976-77.

**Publication Programme :** No publication programme was undertaken.

**Preservation of Records :** Most of the records and books received from the Punjab State Archives are in loose sheets. These are being cleaned and fumigated by Thymol. Records and books are cleaned by vacuum cleaner.

**Photo-Duplication :** Sate Archives has no Microfilming Unit of its own.

**Library :** 4,060 books were acquired during the period under review.

**Other Activities :** This Department successfully organised an exhibition of old records in November, 1976 at Hissar. It is proposed to organise exhibitions in all degree Colleges in the State, and district headquarters.